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OUTLINE FOR BRIEFING CSC REPRESENTATIVES
ON CIA's MERIT PERSONNEL SYSTEM

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I. INTRODUCTION []

II. POSITION CLASSIFICATION []

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A. This Agency follows the Classification Act in so far as possible.

B. The position structure is our framework and control for personnel management operations.

1. The CSGA Control

III. RECRUITMENT []

A. This Agency advertises our personnel requirements extensively (examples).

B. We have an active recruitment force.

C. Many individuals write directly to this Agency expressing their interest in employment (numbers).

D. Our employment standards are very high - application forms are given only to those who impress recruiters with their qualifications and motivation for Agency employment (show copies of the PHS).

E. Security processing precludes on the spot hiring decisions - processing takes about five months.

1. Therefore when the Agency is at strength, we recruit against prospective vacancies.

F. The Decision to Hire

1. D/Pers hires clerical personnel.

2. The Career Training Program - annual input through this program varies with Agency needs. All professional applications are available for screening against CTP input requirements.

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IV. THE CAREER SERVICES []

A. Responsible for Agency-wide staffing.

B. Controls input and selects candidates from among applicants against anticipated requirements.

C. Personnel (SP) Officers participate directly in forecasting needs and selecting candidates for input throughout the Agency.

ADMINISTRATIVE - INTERNAL USE ONLY

- D. Selection criteria are very high (give statistics on degrees, etc.).
 - E. The Career Selection Process
 - 1. The trial period (9 months review).
 - 2. The period of Career Provisional status (18 and 33 months reviews - show copy of Fitness Report form).
 - F. Rank-in-Man (flexibility through PRA and underslotting within CSGA control).
 - G. Promotions - by competitive selection within each Career Service.
 - H. Reassignments managed by the Career Services to deploy their manpower resources to meet requirements Agency-wide - Career Employees expected to serve anywhere any time.
- IV. SHOW PERSONNEL REGULATIONS AND FORMS (1152, 1150, OFF, etc.)
- V. VISIT PI?